The eRA IMPAC II Project

CMUG Requirements Meeting

November 28, 2001

Version 2.0

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1 OVERVIEW

The CMUG has planned several requirements meetings to clarify the requirements for the Committee Management redesign. This document lists the requirements that were discussed at the November 28, 2001 meeting. This meeting was held from 9pm – 11am in Rockledge II, Room 7111.

2 REQUIREMENTS

The requirements come from the ERA Business Plan, a bug/enhancement list from Claire Benfer, Committee Management Advocate, and various bugs/enhancements reported by users that have been deferred.

2.1 Breakout Voucher, ADB, OFM and Check Register

2.1.1 Existing Requirement

This requirement comes from the ERA Requirements Business Plans, section 5.22. It is entered in BugCollector as item CM1869. The requirement is as follows:

"5.22 Breakout Voucher, ADB, OFM, and Check Register data and creation of a new banner screen - NBR

The financial tracking and processing of Committee Activities are currently located in the CM application. The primary function of the application is to efficiently manage NIH advisory committees. These committees are governed by the Federal Advisory Committee Act (FACA). The application was subsequently modified over the years to include financial processing associated with FACA and Non FACA activities. The application was never intended to be a formal accounting tool; however the IMPACII data model was flexible enough to accommodate the capturing of committee costs for a given fiscal year. We capture the financial costs associated with each advisory committee however there are no firm accounting standards applied to these business areas only business rules that enforce the integrity of the data and their relationships within the database. By extricating these financial operations from the main CM application and placing them under their own banner screen, we could then modify these modules to conform to generally accepted accounting practices (GAAP) while still maintaining the link to the committee management software. This would benefit the SREA community who are often unconcerned with implementation and maintenance of committee, their main concern lie with processing the vouchers and getting the checks out to the consultants. This would provide them with a "mini" module of Committee Management that would enable them to perform their business tasks without having to access the main application, thus simplifying their business tasks and providing the user community with a robust and efficient software bundle that is easily accessible."

2.1.2 Questions/Additional Enhancements

1. Do you want SREA officers to only see the Voucher, ADB, OFM and Check Register screens? Could we have CM open to a SREA banner screen if the user is a SREA but allow them to go to the other options within CM? We

could customized the banner screen based on the role of the user but allow the user to go the main banner screen and have access to the rest of the screens as they do now.

2. What generally accepted accounting practices (GAAP) need to be added to the system?

3. What is the priority for this item? Should this enhancement be made to the existing system or can it wait for the redesign?

No longer a requirement.

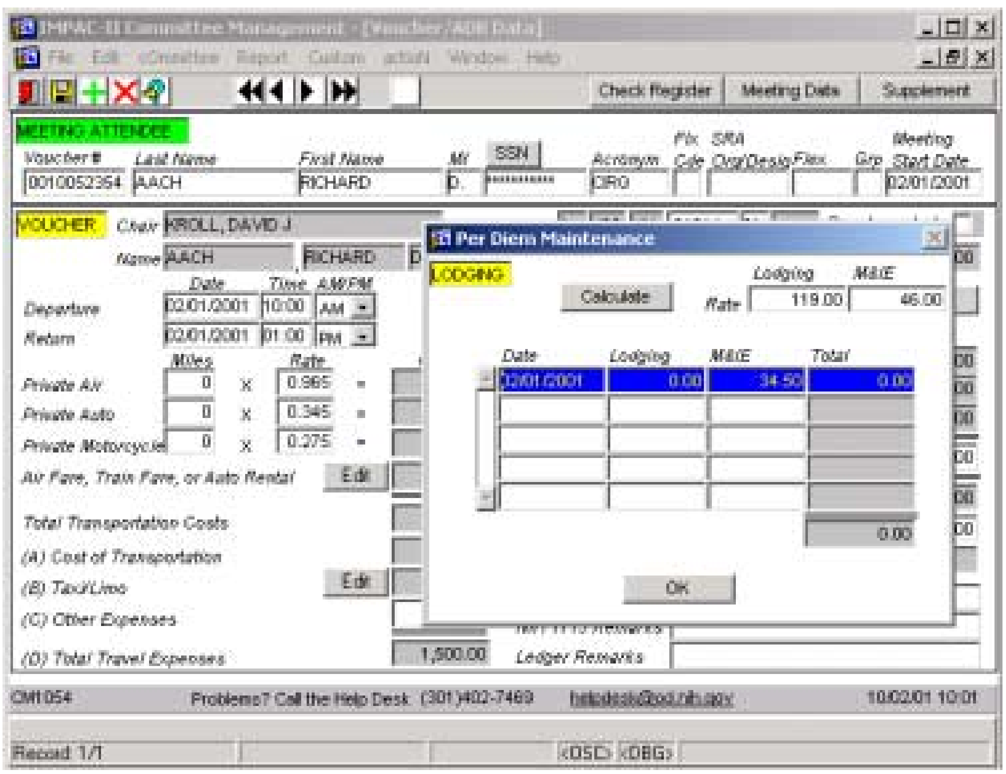
2.2 Enhancement for Voucher - Calculating M&IE

2.2.1 Existing Requirements

This requirement comes from a TAR list from Claire Benfer. It is entered in BugCollector as CM1971. The requirement is as follows:

> "The system is still calculating M&IE for a single day of travel when the travel time does not exceed 12 hours. (M&IE is not allowed unless the travel time exceeds 12 hours.) Solution would be to disable the system entering the 3/4 day M&IE automatically when travel time does not exceed 12 hours."

Below is a screen image showing travel time less than 12 hours and the M&IE that is calculated:



2.2.2 Questions/Additional Information

1. What are the business rules for calculating M&IE?

   Depends on institute.

2. What is the priority for this item? Should this enhancement be made to the existing system or can it wait for the redesign?

   No change to the system.

2.3 Unfreeze Rates after Federal Register Notice is Attached

2.3.1 Existing Requirements

This requirement came from a TAR list received from Claire Benfer. It is entered in BugCollector as CM1979. The requirement is as follows:

> "Item #CMMR24: CM1054 - Voucher Screen. Unfreeze Rates after FRN notice is attached."

2.3.2 Questions/Additional Information

1. Unfreeze what rates?
2. Unfreeze rates after the meeting is attached to a federal register notice? Should the notice go through any clearance or just when it created?
3. What is the priority for this item? Should this enhancement be made to the existing system or can it wait for the redesign?

Not an issue.

2.4 Check Register Report

2.4.1 Existing Requirements

This requirement is a deferred item in BugCollector, item CM2021. The requirement is as follows: "Create a Check Register report that lists all checks for a given calendar year."

2.4.2 Questions/Additional Information

1. Does the Check Register report currently in CM meet this requirement? See screen images on the next page. Note that the data is test data.
2. If not, what is missing from the current report to fulfill this requirement? Do we need additional parameters on the parameter screen? Do we need additional fields on the layout?
3. What is the priority for this item? Should this enhancement be made to the existing system or can it wait for the redesign?

Not an issue.

Check Register Summary
National Institute Of Mental Health
Chairgrant U09 MH61014
Check Issue Date: 01/01/2001 - 12/31/2001
Sorted by Check Number

Name / SSN	Check Number	Check Date	Meeting Date	Check Amount	Consultant Amount	Perdiem Amount	Travel Amount	Form 1099 Required	Voucher Number
GEORGE, ALLISON 111-11-1111	323	07/15/2001	02/01/1999	414.40	400.00	0.00	14.40	N	13001336
AACH, RICHARD 111-11-1111	324	07/15/2001		200.00					
AACH, RICHARD 111-11-1111	324	07/15/2001		200.00					
BARDEGUEZ, ARLENE 111-11-1111	1212	03/01/2001	02/01/2001	200.00	200.00	0.00	0.00	N	13051565
AACH, RICHARD 111-11-1111	1212	08/09/2001	02/01/2001	5,000.00	0.00	0.00	0.00	N	13052334
AACH, RICHARD 111-11-1111	5900	08/14/2001	02/01/2001	10.00	0.00	0.00	0.00	N	13052394
AGGARWAL, LEILA 111-11-1111	5901	08/14/2001	08/01/2001	10.00	0.00	0.00	0.00	Y	13054642
AGGARWAL, LEILA 111-11-1111	6900	08/15/2001	08/01/2001	10.00	0.00	0.00	0.00	Y	13054642
BARDEGUEZ, ARLENE 111-11-1111	6001	08/28/2001	01/10/2000	503.42	0.00	0.00	503.42	Y	13060774
[illegible] 111-11-1111	6002	08/28/2001		75.00					
Pennington, Abbey 111-11-1111	6003	08/28/2001		75.00					
ALDRICH, LESLIE 111-11-1111	12121	03/19/2001	01/10/2000	4.18	0.00	0.00	4.18	N	13001333
LANIER, STEPHEN 111-11-1111	121212	07/31/2001		100.00					

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		Check Amt	Consultant Amt	Perdiem Amt	Travel Amt
Grand Totals During the Period	13	6,802.00	600.00	0.00	522.00
Grand Totals Year-to-Date	13	6,802.00	600.00	0.00	522.00
Number of Consultants Paid During the Period:	13				
Number of Consultants Paid During the Year:	13				
Number of Checks Written During the Period:	13				
Number of Checks Written During the Year:	13				

2.5 Voucher/ADB – Travel Order changed to Voucher Travel Type

2.5.1 Existing Information

This item is a deferred item in BugCollector, item CM2325. It was found by the CM testers. The item is as follows:

> "If a meeting member was assigned a travel order with amounts in the consultant field and then the member was changed to a voucher and consultant amounts were added to the voucher, the program totaled the consultant amounts from the travel order and voucher and placed it in the voucher consultant field."

2.5.2 Questions/Additional Information

1. How do you want to handle this? Prompt user then clear the data for the travel order? Don't allow this type of change? The same logic should apply to Vouchers changed to Travel Orders.

   Display a message to the user and clear the dollar amount fields that are not associated with the travel type selected.

2. What is the priority for this item? Should this enhancement be made to the existing system or can it wait for the redesign?

   Redesign.

2.6 Enhancement for Check Register – enter 2nd check

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2.6.1 Existing Requirements

This requirement came from a TAR list sent by Claire Benfer. It is entered in BugCollector as item CM1973. The requirement is as follows:

> "Item #CMMR18: CM1056 - Allow check register system to enter 2nd check due to stop payments or other issues. Can make notation in the comments field but will not allow user to enter another check under the same voucher #. "

2.6.2 Questions/Additional Information Needed

1. Should we provide a mechanism so the user can indicate the check is no longer valid? The user can pick the reason (stop payment, etc.) from an LOV, enter a date and a comment? Then the system could allow them to pay the voucher with another check.
2. If we do allow a mechanism to indicate the check is no longer valid, should the check that is no longer valid still display on the Voucher Screen in the pop-up 'Check Details'?
3. If this check was uploaded to OFM, how do we handle it? Do we send information about the check being invalid in another upload?
4. What is the priority for this item? Should this enhancement be made to the existing system or can it wait for the redesign?

User's must contact Dana Billingsly to delete a check from OFM.

Not an issue.

2.7 Check Register – Default Check Amount

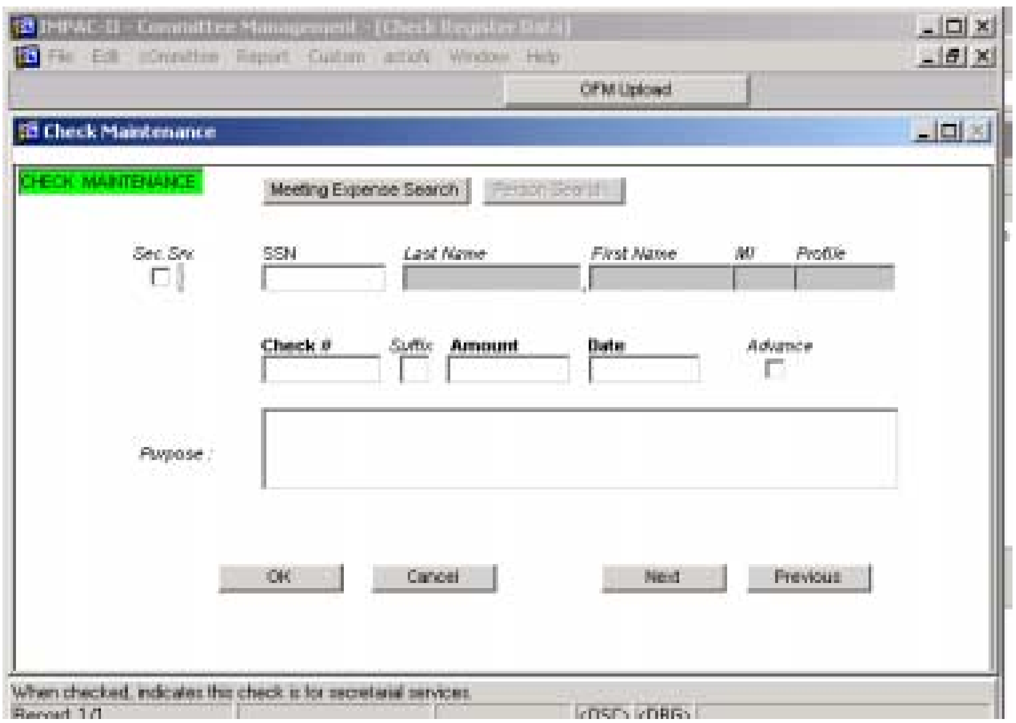
2.7.1 Existing Information

This requirement is a deferred item in BugCollector, item CM2326. It was suggested by a CM tester. The item is as follows:

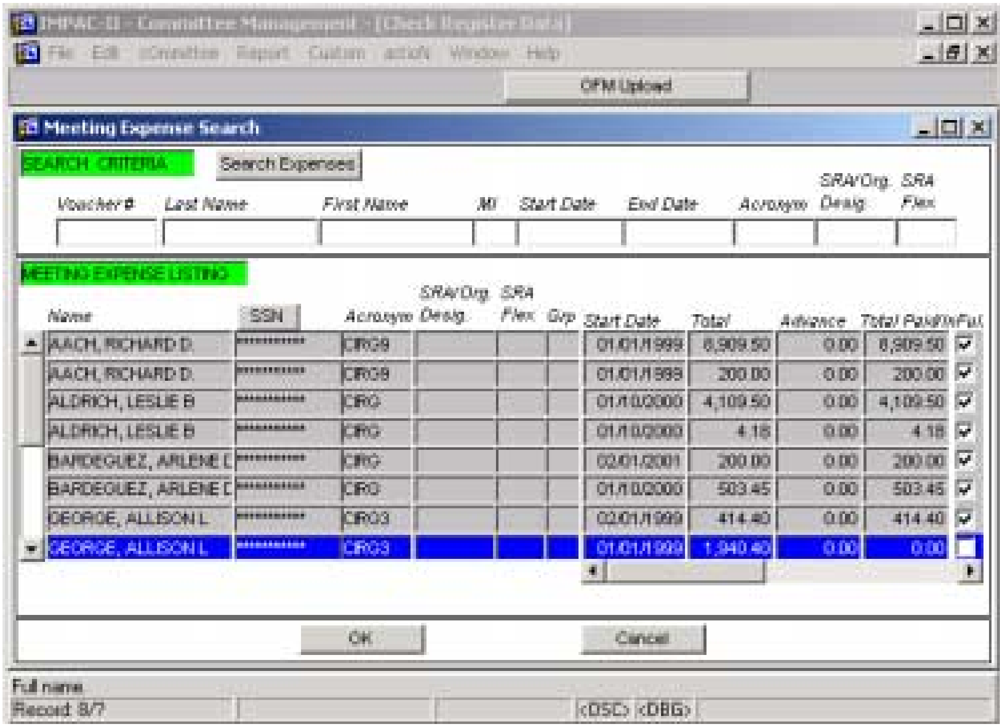
"JShaheen 07/05/2001 Testing for July deployment and found following:

When entering checks pull check amount from expense listing to save data entry time and key stroke errors"

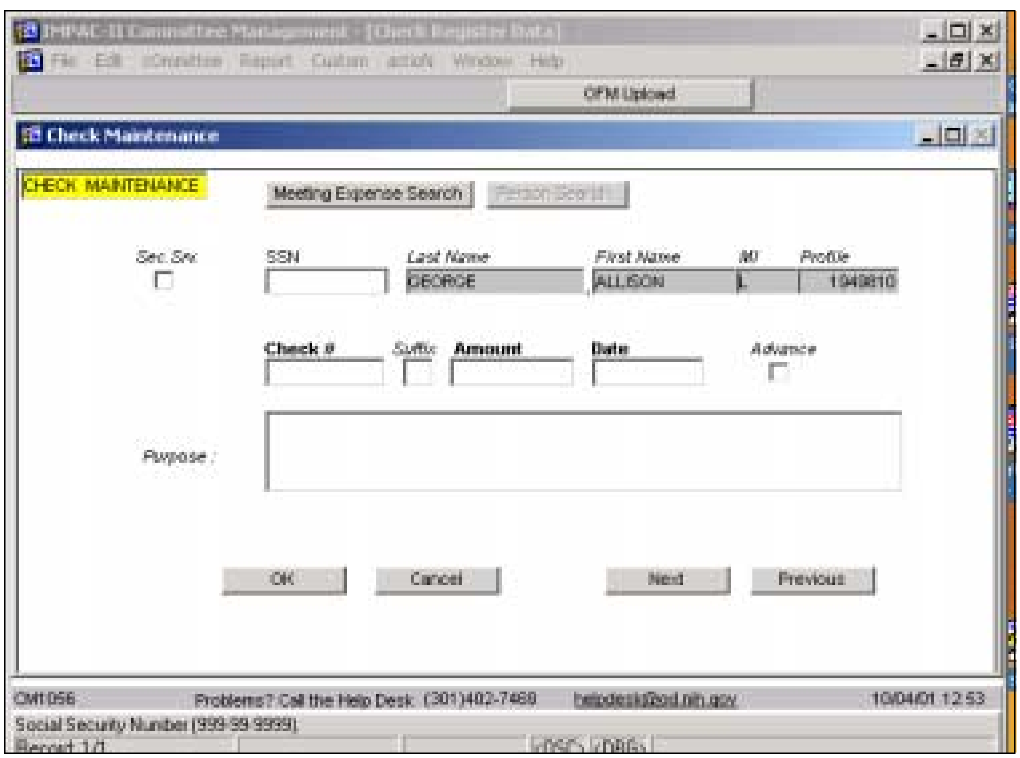
The series of screen images below display the steps a user would take when entering a check into CM. When you select the Add Check button on the Check Register Screen, the user sees the following screen:



If the user clicks on the Meeting Expense Search button, the following screen is displayed. (The screen is populated with data).



The user highlights a voucher and clicks on the OK button. The person information is returned to the Add check screen, see below.



The suggestion is to populate the amount field with the total amount of the voucher. The system was not originally designed in this manner because a check can/may pay for more than one voucher. This search mechanism was originally designed to find a person, not a voucher to pay.

2.7.2 Questions/Additional Information

1. Is this a useful enhancement?
2. What is the priority for this item? Should this enhancement be made to the existing system or can it wait for the redesign?

This item will be discussed at the next SREA coordinators meeting. They will also discuss the usefulness of auto incrementing the check number.

2.8 OFM Upload Screen – Upload Datasets by Chairgrant

2.8.1 Existing Requirements

This requirement was on a TAR list sent by Claire Benfer. It is entered in BugCollector as CM1970. The requirement is as follows:

> "Item #CMMR14: CM1057 - Capability to upload datasets by Chairgrant."

When the OFM Upload screen was originally designed, datasets were uploaded by chairgrant, not by IC. The system was changed to upload by IC and the dataset modified to separate the checks by chairgrant.

2.8.2 Questions/Additional Information Needed

1. Please explain.
2. What is the priority for this item? Should this enhancement be made to the existing system or can it wait for the redesign?

   OFM Requirement.

   No change to CM.

2.9 OFM Upload Screen

2.9.1 Existing Information

This requirement was on a TAR list received from Claire Benfer. It is entered in BugCollector as CM1969. The requirement is as follows:

> "Item #CMMR13: CM1057 - Include an LOV button to select Chairgrant from the screen"

2.9.2 Questions/Additional Information

1. Does this go with the previous item? Please explain.
2. What is the priority for this item? Should this enhancement be made to the existing system or can it wait for the redesign?

Not a requirement.

2.10 OFM Upload – Edit Dataset

2.10.1 Existing Information

This requirement was on a TAR list received from Claire Benfer. It is entered in BugCollector as item CM1974. The requirement is as follows:

> "Item #CMMR19: CM1056 - Need the ability to add, edit, make changes to dataset after it has been uploaded. Dataset locks to any updates. One cannot withhold reimbursement of a voucher to a reviewer because a meeting bill has not arrived. One cannot capture the check issue information until Ober bill information has been entered. This causes backlogs and can create incorrect Presidents reports at the end of the fiscal year if Ober information is not entered in the individual vouchers."

2.10.2 Questions/Additional Information

1. Can we modify the check register screen to indicate the check is ready for upload instead of allowing the dataset to be edited? We could default to 'yes' and allow the user to edit to 'no'. Once the check is uploaded, this field would not be editable. Editing the dataset could cause upload errors if the user edits the dataset incorrectly. It is very easy to make mistakes when editing a dataset. It would be a troubleshooting nightmare.
2. If this requirement pertains to only Ober bills, can the vouchers be approved for payment and later allow entry of the Ober bill information if it will not affect the total amount reimbursed?
3. What is the priority for this item? Should this enhancement be made to the existing system or can it wait for the redesign?

Problem was resolved. Not an issue.

2.11 OFM Upload – Prior / Current Fiscal Year

2.11.1 Existing Information

This requirement is a deferred item in BugCollector, item CM2021. This item was reported by Daniel Fox. The requirement is as follows:

> "Modify the OFM Upload screen so that beginning in January it will display a box that allows the user to select either PRIOR or CURRENT fiscal year. That box will also display a checkbox that is labeled "Default to current". Once the user checks that box, the OFM Upload will use the current year until the next January. It will not display the PRIOR/CURRENT box until the next January. Daniel did this design of the pop-up box while in that meeting."

2.11.2 Questions/Additional Information

1. Is this still a requirement?

   Yes

2. What is the priority for this item? Should this enhancement be made to the existing system or can it wait for the redesign?

   Redesign.

   For 2001 checks, we will manually upload.

   Scarlett will talk to Tim regarding printing the 1099s from IMPAC II.

   Scarlett will talk to Dana regarding getting a dataset of NIH checks from OFM so that we can reconcile what is in IMPAC II with OFM data.

2.12 OFM Upload Error Report

2.12.1 Existing Information

This requirement is a deferred item in BugCollector, item CM2022. The requirement is as follows:

"The OFM Upload Error report does not allow the users to select the calendar year. Modify the report accordingly."

2.12.2 Questions/Additional Information

1. Is this still a requirement?

   Yes. The OFM Upload Error Report does not have the query coded properly to select the date range. The report will be fixed and released as soon as possible. Once errors are corrected and uploaded, the error log is cleared. There is no history for error reports.

2. What is the priority for this item? Should this enhancement be made to the existing system or can it wait for the redesign?

   As soon as possible.

2.13 CSR Checkwriting System download

2.13.1 Existing Requirements

This requirement comes from the ERA Requirements Business Plan, section 5.10. It is entered in BugCollector as item CM2851. The requirement is as follows:

"5.10 Checkwriting and CM IMPAC II (CSR) - NBR

Currently, CSR has their own checkwriting system and also provides checkwriting services for a number of ICs. The CM IMPAC II Module needs a link to the CSR checkwriting system to download the data into their system. This will prevent the users from having to use both systems and having to do dual entry. Meaning, CSR enters voucher and check data into the CM Module in order to upload data to OFM to produce 1099 forms. Then they must key in this information in their own system.

In FY 1999, CSR wrote about 34,000 checks for CSR reviewers and their service center customers. In FY2000 that number will increase by a couple of thousand. That represents a lot of rekeying of data into the CSR checkwriting system for CSR staff and potentially for IC staff. The ultimate objective is to get these payments to the reviewers in a timely and accurate manner as possible."

2.13.2 Questions/Additional Information

1. What will be used as the key to link CSRs checkwriting system records to the IMPAC II records? The voucher number? Will the voucher number be in CSRs checkwriting system?
2. Which system will be the system of record?
3. Do all IC's use the CSR system? If not, how do we handle them?
4. We need contact information for a technical person for the CSR Checkwriting system.
5. What is the priority for this item? Should this enhancement be made to the existing system or can it wait for the redesign?

Bev Copeland is working on this.

2.14 PerDiem/Locality Rates from Delpro

2.14.1 Existing Requirements

This requirement was on a TAR list received from Claire Benfer. It is entered in BugCollector as CM1972. The requirement is as follows:

"Item #CMRR17: CM1054 - Add capability to default per diem and locality rates for vouchers based on the location of the meeting. TAR # 2154"

2.14.2 Questions/Additional Information

1. Has GSA created an electronic format compatable with importing into IMPAC II (ie, SDF, delimited, etc.)? In the past, the file was a spreadsheet that was not in a format that could be imported.
2. If not, who will maintain this table?
3. How will searches be handled for lookup of values? City, State, Zip? Zip Only?
4. If we will be downloading this table from Delpro, who is our Delpro contact? How often should we download the data?
5. What is the priority for this item? Should this enhancement be made to the existing system or can it wait for the redesign?

Not a high priority. Scarlett will provide a contact's name.

2.15 Additional Requirements Discussed

1. Check Register Requirements (priority: redesign)
    a. If a voucher is not validated, a check cannot be written.
    b. If the check amount and the voucher amount are not equal, display a warning message to the user.
2. Voucher Requirements (priority: redesign)
    a. If a voucher has a check attached to it, it cannot be unvalidated.
    b. Remarks can be edited if the voucher is validated.
3. Expense Ledger Voucher Report (redesign)
    a. Add a WTS (travel agency) costs column. Add a WTS Costs Column - Costs will output if personnel payment is not checked then add that cost to the WTS column.
4. NIH-1715 (priority: as soon as possible)
    a. Enlarge the font size for the SSN, Voucher # and name. These data elements are difficult to read when the document is faxed.
5. Meeting Data Screen, Administrative Expenses Canvas (priority: redesign)
    a. Add check date, check amount and check number to track the check written to the hotel. Only one check is written to the hotel. It is convenient to have this information on the meeting record for when the hotel calls regarding payment.
    b. Add a pop up expense box, similar to the taxi popup on the voucher screen, to the teleconference item. Have the entries on that canvas total to the teleconference amount. The pop-up canvas should allow for entry of check number, check date and check amount. User’s receive several bills for teleconference calls. It is convenient to have this information on the meeting record for when the hotel calls regarding payment.